

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Catastrophic Leave – Natural Disaster – Excluded Employees	<b>REFERENCE NUMBER:</b> 2015-029
<b>DATE ISSUED:</b> October 8, 2015	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers  
Transactions Supervisors**

**FROM:** California Department of Human Resources  
Labor Relations Division

**CONTACT:** Pam Manwiller  
Deputy Director of Labor Relations  
(916) 324-0476  
Fax: (916) 322-0765  
Email: Pam.Manwiller@calhr.ca.gov

This memo is being released as a reminder to state agencies regarding Catastrophic Leave for Natural Disasters for Excluded Employees. California Code of Regulations section 599.925.1 permits the transfer of specified leave credits as follows:

“At the discretion of the appointing power, non-represented employees as defined in section 599.619 of these regulations will be permitted to transfer eligible leave credits to an employee when a natural disaster occurs.

(a) The following conditions shall apply:

(1) Catastrophic leave for a natural disaster shall be leave for an employee who faces financial hardship because the employee has exhausted all of his/her eligible leave and is unable to work due to the effect of the natural disaster on the employee's principal residence.

(2) The employee resides in one of the counties where a state of emergency exists as declared by the Governor.

(3) Eligible leave credits include annual leave, vacation, compensating time off (CTO) and/or holiday leave credits. They do not include sick leave.

(b) Eligible leave credits may be donated for catastrophic leave for a natural disaster:

(1) upon the request of an employee;

(2) upon determination by the agency director or designee that the employee in the agency is unable to work due to the effects of the natural disaster on the employee's principal residence; and

(3) the employee has exhausted all eligible leave credits.

(c) If the transfer of eligible leave credits is approved by the agency's director or designee, any non-represented employee in that agency may, upon written notice to the personnel office, donate eligible leave credits at a minimum of one hour. Donations thereafter must be in whole hour increments. Donations will be reflected as an hour-for-hour deduction from the leave balance of the donating employee. When transferring eligible leave credits, the agency should assure that only credits that may be needed are transferred. A non-represented employee may donate eligible leave credits to a represented employee. A non-represented employee who is designated managerial as defined in Government Code section 3513(e) or supervisory as defined in Government Code section 3513(g) may not receive donated eligible leave credits from a represented employee except in cases of extreme hardship or other compelling circumstances as approved by the Department. Transfer of eligible leave credits may be interagency in accordance with the policies of the receiving agency.

(d) In order to receive donated leave credits, a non-represented employee must provide appropriate verification as determined by the agency. A non-represented employee eligible for this program will have any time that is donated credited to his/her account in one hour increments. Donated credits will be reflected as an hour-for-hour addition to the vacation or annual leave balance of the receiving employee. Use of donated credits may not exceed three (3) continuous months for any one occurrence; however, if approved by the appointing authority, use of donated credits may be for six (6) continuous months.

The total amount of leave credits donated may not exceed an amount sufficient to insure the continuance of regular compensation. All such transfers are irrevocable. A non-represented employee who receives time through this program shall use any leave credits he/she continues to accrue on a monthly basis prior to receiving time from this program.”

The following opportunities are available to those who have expressed concern and a desire to assist those affected by the recent fires:

### **DONATIONS**

To donate to Calaveras County Disaster Relief Fund for the Butte Fire:

**Calaveras Community Foundation:**

*Designate your donation to: Disaster Relief Fund ("DRF")*

Send check to:

Calaveras Community Foundation  
PO Box 1436, Angels Camp, 95222

OR donate on-line at: <http://calaverascommunityfoundation.org/news-events/calaveras-community-foundation-disaster-relief/>

To donate to Lake County Wildfire Relief Fund for the Valley Fire:

**MendoLake Credit Union:**

donate on-line at: <https://www.mlcu.org/>  
OR Donate in Person: visit any MendoLake Credit Union branch.

**Redwood Credit Union:**

Donate on-line at: <https://www.redwoodcu.org/lakecountyfirevictims/>  
OR Donate in person: Visit any of Redwood Credit union branch.  
OR send check to:

Lake County Fire Victims Fund  
PO BOX 6104, Santa Rosa, CA 95406

You can also donate to Direct Service Providers and/or Grantmaking Organization listed below:

*Please note: If you would like your donation to be for a specific disaster event (e.g., Valley Fire, Butte Fire, etc.) please make note of that on your check or online donation*

**Direct Service Providers:**

American Red Cross <http://www.redcross.org/>  
The Salvation Army <http://www.salvationarmy.org/>  
United Policyholders <http://www.uphelp.org/>

**Grantmaking Organization:**

United Way of the Wine Country <https://www.unitedwaywinecountry.org/>

**VOLUNTEER OPPORTUNITIES**

To Volunteer for Lake County:

*Pre-register to assist with the sorting of in-kind donations given to Lake County Valley Fire relief and recovery by clicking the link below:*

<https://ncoinc.fundlyconnect.com/WebPages/OpportunityDetail.aspx?Id=c0538cf6-9b6a-445c-99b2-f448869ec2b0>

Please contact Pam Manwiller at the number or email listed above if you have further questions.

/s/Pam Manwiller

Pam Manwiller  
Deputy Director of Labor Relations